

Minutes of the Annual Meeting of Stainforth Parish Council held in Stainforth Village Hall on Wednesday, 16 May 2018 at 7.00pm. The public and press were invited and parishioner participation was at 7.00pm. This meeting was to replace the one held on 8 May 2018 as there was not a quorum on that occasion.

Present: Cllrs Blackburn, Sharp and Warren. Also Mr Peter Leng, Clerk; Mr Alan Otway, a past member of the Council and one parishioner.

Cllrs Blackburn, Sharp and Warren had been re-elected on 3 May 2018 and their Declarations of Acceptance of Office were received.

1 To elect a Chairman

Cllr Blackburn was re-elected Chairman of the Council.

2 To receive the Chairman's Declaration of Acceptance of Office

Cllr Blackburn's Declaration of Acceptance of Office was received.

3 To receive apologies - none

4 To elect a Deputy Chairman

Cllr Sharp was re-elected Deputy Chairman.

5 Casual Vacancies – to consider co-option

As Cllr Otway worked away, he had not managed to submit his nomination papers in time hence was ineligible for election. However, he still wished to remain a member of the council.

Resolved: That Cllr Otway be co-opted to the Council and his Declaration of Acceptance of Office received.

A parishioner, Mrs Stella Millen had attended the recent Annual Parish Meeting and had expressed interest in joining the Council. She fulfilled the eligibility requirements and her co-option was discussed.

Resolved: That Mrs Stella Millen be co-opted to the Parish Council and her Declaration of Acceptance of Office received.

Consent to Co-option and Register of Interests forms were completed by Cllr Otway. Similar documents were handed to Cllr Millen and these would be completed and returned in due course. She was also handed a copy of the Code of Conduct. The Council's Standing Orders and Financial Regulations would be forwarded to her shortly.

6 Code of Conduct - Localism Act 2011

- i) Register of Financial and Other Interests; Gifts and Hospitality – to consider any changes in members' Register of Interests – Cllrs Otway and Millen – see item 5 above.
- ii) To record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda - none
- iii) To consider any dispensations - none

7 Councillors and representatives/trustees to outside bodies

- i) Settle & District Aid in Sickness Fund - to appoint a representative

Resolved: That Mrs Mary Hewitson be re-appointed and invited to continue.

- ii) Yorkshire Local Councils Associations - branch meetings; to appoint two Councillors to attend and to represent the Council as voting representatives at those meetings. There was just one volunteer, Cllr Blackburn.

Resolved: That Cllr Blackburn be appointed.

8 To consider payment of subscriptions to be paid annually

Resolved: That the following subscriptions be renewed for a further year:

**Yorkshire Local Councils Associations
Open Spaces Society
Yorkshire Dales Society**

9 To receive a list of assets held by the Council (Asset Register)

This had been circulated previously.

Resolved: That the Asset Register be received.

10 Policing

- i) To receive the monthly report as follows:
2 incidents on 16.04.18 & 26.04.18 - concern for welfare involving the same person, joint support from other partners.

11 To approve the Minutes of the Meeting held on Tuesday, 10 April 2018

Resolved: That the Minutes be approved and signed by the Chairman as a true and correct record.

Continued/

12 Matters Arising

- i) Stainforth car park – acknowledgement of enquiry as to why the wall surrounding the area where the recycling bins had been placed, need remain now that the recycling bins had been withdrawn.
- ii) Castleberg Hospital – advice received to the effect that the hospital is to be retained though not on a like for like basis – more information to follow.
- iii) YDNPA - Parish Forum 25.4.18 – notes available on yorkshiredales.org.uk website.
- iv) Defibrillator – sent to manufacturer for repair. Return has been delayed but is now imminent.

13 To receive the Minutes of the Annual Parish Meeting held on Tuesday, 10 April 2018

Resolved: That the Minutes of the Annual Parish Meeting be received.

14 Planning

a) To consider applications received

C/64/114B Nook House Farm, Main Street, Stainforth. To vary condition 2 of C/64/114A in respect of siting and size of garage and landscaping. No comment, cut-off date prior to this meeting.

b) To note any decisions received - none

c) To receive any planning correspondence - none

15 Finance

a) Payment of accounts - To authorise payment as per schedule, including Clerk's remuneration for May, 2018

Resolved: That the accounts be paid, including the Clerk's remuneration, all as per schedule.

b) 2018/19 National Salary Award – 2% cost of living increase wef 1 April 2018.

Resolved: That this be accepted and implemented forthwith.

c) Internal Audit

i) To receive the report of the Internal Auditor for the year ended 31 March 2018

Resolved: That the report of the Internal Auditor be received.

ii) To appoint an Internal Auditor

Resolved: That Yorkshire Internal Audit Services be re-appointed for the year 2018/19.

iii) To approve the Internal Audit fee for 2018/19

Resolved: That this be approved in the sum of £100 for the year 2018/19.

d) Annual Governance & Accountability Return 2017/18

i) To complete the Return as at 31 March 2018

Resolved: That this be completed.

ii) To approve the Annual Governance Statement

Resolved: That the Annual Governance Statement be approved.

iii) To approve the Accounting Statements

Resolved: That the Accounting Statements be approved.

iv) To complete the Certificate of Exemption

Resolved: That the Certificate of Exemption be completed.

e) Council's insurance – to receive information from the Council's broker and to consider renewal

Resolved: That the Council's insurance cover with Ecclesiastical Local, through Messrs Came & Co be renewed for a further year in the sum of £329.14 inclusive of IPT of £35.26

f) Council's banking arrangements - to consider use of HSBC Bank's Business Internet Banking service. The Clerk had obtained Information and this was considered. However, it was decided to give more thought to this matter and to revisit it at the next scheduled meeting.

g) To approve UK2 domain renewal. Discount of 7.5% had been offered for early renewal. The Clerk had taken this up and renewed at £7.20

Resolved: That this be approved.

16 General Data Protect Regulation – appointment of Data Protection Officer (DPO)

- i) To discuss outcome of Government amendment to GDPR. This been tabled to exempt certain smaller authorities from the need to appoint a DPO but the outcome was not yet certain. In the meantime, advice is also being received which is not certain either. The relevant Act comes into force on 25 May 2018 hence the necessary preparation would be put in hand.

17 Street Lights

- i) To receive reports of any defects for action – Old Reading Room, light on all day – to be reported.
- ii) To discuss future operation of street lights – turn-off – no action at this time.

18 Highways

- i) To receive any reports for action - none
- ii) Dog Hill - to receive an update on traffic regulatory measures – Highways have advised that within 90 days, they will have fitted the four large posts. The fencing can then be fitted, followed by the necessary signage.
- iii) Packhorse bridge – further damage reported – National Trust aware.
- iv) NYCC – Urban Highway grass cutting. Purchase Order No 270418KD011 received in sum of £33.20

Continued/

19 Repairs and Maintenance

- a) To receive any reports for action - *none*

20 To respond to correspondence received

- i) NYCC Archives Service – to consider response to consultation on future of the service – no action.

21 To receive items of information

- i) Dementia Awareness Events
ii) Yorkshire Dales Review
iii) Craven DC - Le petit Depart Cycle Event 2018

Resolved: That the above-mentioned items be received.

- iv) Offer of a seat – Cllr Warren reported that she had been contacted by a member of the Environment Group who had mentioned the offer of a seat. This would be gratefully accepted. Further information awaited.

22 To arrange the next meeting of the Parish Council

Resolved: That the next scheduled meeting of the Parish Council be held in Stainforth Village Hall on Tuesday, 12 June 2018 at 7.00pm.

There being no further business, the meeting was closed at 7.21pm.

**PFL
16.5.18**

